



Request Your 2017 IRS Tax Return Transcript

Tax filers can request a Tax Return Transcript of their 2017 Federal Income Tax Return, free of charge, from the IRS the following ways:

****NOTE:** A transcript is not a photocopy of your tax return. **

Mail Request

- Go to the IRS Website at <http://www.irs.gov/Individuals/Get-Transcript>
- Click the “Get Transcript by Mail” box.
- Enter the tax filer’s Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally, this will be the address listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Click “Continue”.
- In the “Type of Transcript” field, select **Return Transcript** and in the “Tax Year” field, select **2017**.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address the IRS has on file for you within 5 to 10 days.

Local IRS Office

- Go to <http://www.irs.gov/uac/Contact-Your-Local-IRS-Office-1> to find your local IRS Office, their hours of operations, and what you need to take with you.
- Go to the nearest office and ask for a copy of your **2017 Tax Return Transcript**.
- The IRS cannot send IRS Tax Return Transcripts requested in person to a third party. You must email, fax, or mail a copy of the IRS transcript to the HU Office of Financial Aid to provide us with the requested tax information.

Phone Request

- Available from the IRS by calling 1-800-908-9946.
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Select the option to request an **IRS Tax Return Transcript** and then enter **2017**.

- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their phone request within 5 to 10 days.
- The IRS cannot send IRS Tax Return Transcripts requested by phone directly to a third party. You must email, fax, or mail a copy of the IRS transcript to the HU Office of Financial Aid to provide us with the requested tax information.
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Paper Request Form – IRS Form 4506T-EZ

- IRS Form 4506T-EZ should be used instead of IRS Form 4506-T because it is sufficient to request a **2017 IRS Tax Return Transcript**.
- Download the form at <https://www.irs.gov/pub/irs-pdf/f4506tez.pdf>
- Complete lines 1 – 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address on file with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on Line 4. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to the Office of Financial Aid by the IRS. If you would like to take advantage of this option, please use the following mailing address.

Huntington University, Office of Financial Aid
2303 College Avenue
Huntington, IN 46750

NOTE: It may be difficult for the Financial Aid Office to match a parent's incoming IRS Tax Return Transcript to the student applicant, as the names may be different. When requesting the Transcript to be sent directly to HU, be certain to contact the Office of Financial Aid 10-15 days after mailing or faxing Form 4506T-EZ to the IRS to verify receipt of the Transcript.

- On line 6, enter **2017** to receive IRS tax information for the 2017 tax year that is required for the 2019-2020 FAFSA.
- Check the "Signatory attests ..." box above the signature line.
- The tax filer must sign and date the form and enter their phone number. Only one signature is required to request a transcript for a joint return.
- Mail or fax the completed IRS Form 4506T-EZ to the appropriate address or fax number provided on page 2 of Form 4506T-EZ.
- Tax filers can expect to receive their transcript within 5 to 10 days from the time the IRS receives and processes their signed request.

NOTE: Processing Form 4506T-EZ means verifying/validating the information provided on the form. If any information does not match the IRS records, the IRS will notify the tax filer that it was not able to provide the transcript.